



DIVERSITY & INCLUSION OFFICER

NEW JERSEY DEPARTMENT OF THE TREASURY

DIVISION OF ADMINISTRATION – OFFICE OF HUMAN RESOURCES

The Department of the Treasury includes thirteen core agencies and approximately 3300 employees that: formulate and manage the State's budget; generate and collect revenues; disburse appropriations used to operate State government; manage the State's physical and financial assets; and provide support services to all levels of government and to the citizens of New Jersey. Its reach on State government operations and the taxpaying public is further increased by its numerous In-But-Not-Of (IBNO) agencies such as the Office of the State Long-Term Care Ombudsman, the Office of Administrative Law and the Division of Rate Counsel.

The Department seeks a dynamic, creative professional to function as its Diversity & Inclusion Officer who reports to the Human Resources Officer and leads the development, implementation, and administration of programs and policies that support Treasury's goals of increasing and promoting diverse workforce and inclusive environment at all levels throughout the Department of the Treasury. The position will be responsible for the implementation of Treasury-wide diversity and inclusion programs and key initiatives; review current practice and policies, assess and analyze the extent to which they support or hinder Treasury's diversity goals; engage with department leadership to support diversity and inclusion efforts that align with the department's overall goals for development and retention; collaborate with Human Resources' leadership to integrate and align with the department's diversity and inclusion initiatives and facilitate the implementation of internal policies and practices to support the department's Diversity and Inclusion goals, including talent acquisition, employee engagement and inclusion; oversee the day-to-day operations of Treasury's Diversity and Inclusion programs and activities, prioritizing action items and initiatives plans that include coordinating education and learning programs; develop, maintain and monitor diversity metrics, develop analysis, and preparation of diversity-related metrics and statistical information for reports; monitor, review and analyze internal and external diversity data and provide data analysis to the Director of Administration and the Human Resources Officer; stay abreast on the current industry trends and best practices.

SALARY: A competitive salary, commensurate with education and experience. A comprehensive benefits package is offered as well.

REQUIREMENTS:

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree. A Juris Doctor or Master's Degree is beneficial but not required. **Submissions MUST include a copy of the degree and/or transcripts (official/unofficial) documenting the possession of a degree.**

NOTE FOR FOREIGN DEGREES: Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated for accreditation by a reputable evaluation service at your expense. The evaluation must be included with your submission. Failure to submit the required evaluation may result in an ineligible determination.

EXPERIENCE: Minimum four (4) years of administrative experience in the management and coordination of programs specific to diversity and inclusion. Two (2) years of the required experience must have been in a supervisory capacity.

NOTE: The preferred candidate will possess strong organization skills, including setting priorities, planning, structuring project deliverable and problem solving; strong change management skills with the ability to inspire and engage others to affect organizational change; excellent verbal and written communication skills. A writing sample should be provided as part of your application submission.

RESIDENCY REQUIREMENT: In accordance with the New Jersey First Act, P.L. 2011, c.70, new public employees are required to obtain New Jersey residency within one (1) year of employment. For more information, please visit: <https://nj.gov/labor/lwdhome/njfirst/NJFirst.html>.

If you are qualified and interested in this employment opportunity, please send your cover letter, resume, writing sample, proof of degree and application for employment via email only, by **September 30, 2021** to the address noted below. **All submissions must be received by 5:00 pm (close of business) on the last day of the posting period.**

NJ Department of the Treasury
Division of Administration/Human Resources
Employment Recruiter
Email address: EmploymentRecruiter@treas.nj.gov
(Please use "Diversity & Inclusion Officer" in the Subject Line)

Your application for employment must be completed in detail, including names and phone numbers of supervisors, dates of all employment and the reason for leaving. Be sure to answer all questions. In addition, please include (3) business references on your application. To obtain an application for employment, go to: <https://www.nj.gov/treasury/administration/pdf/hr-application.pdf>.

New Jersey is an Equal Opportunity Employer